



Executive Director

for Henricus Historical Park
located in Chesterfield County, Virginia



The recreated 1611 **Citie of Henricus**, an outdoor living history museum, is a nationally recognized historic park located in Chesterfield County. The site is operated through a partnership between the Henricus Foundation and the counties of Henrico and Chesterfield. The Henricus Foundation Board of Trustees is recruiting for a knowledgeable, energetic and creative Executive Director to manage the park and to work effectively and collaboratively with the Henricus Foundation Board of Trustees, the counties of Chesterfield and Henrico, other governmental agencies, elected officials, park visitors and vendors. Under the leadership of the Henricus Foundation Board of Trustees and the Director of Parks and Recreation for Chesterfield County, the selected candidate will be actively involved in all aspects of planning, organizing and managing Henricus Historical Park activities, including:

- ◆ Directing historical interpretation programs and services of Henricus Historical Park for the general public, schools and special programs;
- ◆ Leading Henricus Historical Park staff and volunteers, including assigning, training and evaluating staff;
- ◆ Managing fundraising activities including submission of grant applications, development of various projects to increase revenue, financial processing of revenue and expenditures within approved budget and statistical reporting;
- ◆ Maintaining and repairing the current site infrastructure as well as developing and planning new facilities; and,
- ◆ Coordinating annual projects, visitor services and information including representing the site to local media and public relations activities.

The successful candidate will exhibit a commitment to excellence in public service; display excellent oral and written communication skills; demonstrate an extensive knowledge and experience in state and local history and museum management; and possess exceptional skill in developing and implementing promotional, marketing and educational programs, exhibits and tours to expand resident interest.

Applicants must possess a Bachelor's Degree in History, Museum Management, Non-Profit Management, Public Administration or related field and a minimum of five (5) years of professional experience, including three (3) years historical park or museum management experience or an equivalent combination of training and experience. Must have excellent leadership, decision-making and communication skills, and the ability to manage multiple projects, experience working with a variety of individuals and special interest groups and a demonstrated successful track record in solicitation of funds and cultivating positive professional relationships. Pre-employment drug testing and FBI criminal background check required. Good driving record also required. Must not reflect a total accumulation of six or more negative points within the past three years or a major violation within the past four years.

This recruitment will remain open until October 27, 2011. Hiring salary range is \$59,243-\$80,203. Interested applicants should submit a resume with cover letter and salary requirements to:

Mary Martin Selby, Director of HR Services
Chesterfield County Human Resource Management
P.O. Box 40
Chesterfield, VA 23832

Email: executivesearch@chesterfield.gov

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